

# State of New Hampshire



RICHARD M. FLYNN  
COMMISSIONER OF SAFETY

DEPARTMENT OF SAFETY  
DIVISION OF MOTOR VEHICLES  
JAMES H. HAYES SAFETY BUILDING  
33 HAZEN DRIVE, Concord, NH 03305  
TDD Access: Relay NH 1-800-735-2964

VIRGINIA C. BEECHER  
DIRECTOR OF MOTOR VEHICLES

## **DIVISION OF MOTOR VEHICLES, MAAP COMPASS AGREEMENT**

This Agreement is entered into this \_\_\_\_\_ day of \_\_\_\_\_, by and between the New Hampshire Department of Safety, Division of Motor Vehicles, and Office of Information Technology (hereinafter referred to as Department) and \_\_\_\_\_ (hereinafter referred to as Agent), to implement the Municipal Agent Automation Project (MAAP), Citizen On-Line Maintaining Plates Annually, Swiftly and Simply (COMPASS) project for the purpose of allowing citizens of the Agent to renew their motor vehicle registrations via the Internet.

1. For and in consideration of the mutual covenants and terms contained in this Agreement, the Department agrees to allow the Agent to participate in the process of allowing their citizens to renew their motor vehicle registrations via the Internet for a term not to exceed twelve (12) months, to end on \_\_\_\_\_.
2. The Agent agrees to:
  - (a) Be responsible for paying a one-time fee of \$53.00 in order to obtain a Merchant ID.
  - (b) Use a personal computer with a modem and a telephone line, at the cost of the Agent.
  - (c) Set forth as an attachment to this Agreement a list of all fees collected by the Agent when renewing a motor vehicle registration. Said attachment shall be typewritten on Agent letterhead and signed by the Agent.
  - (d) Be responsible for notifying the Department two (2) months in advance of any changes to the fees collected by the Agent when renewing a motor vehicle registration.
  - (e) Be responsible for notifying the Department two (2) months in advance of any change to the Agent's address, telephone number, E-mail address or hours of operation.
  - (f) Allow the Department, through its vendor, to collect the Agent fees for the renewal of motor vehicle registrations via the Internet, and to deposit those Agent fees into the Agent's bank account within two (2) business days of the processing of the renewal motor vehicle registrations.
  - (g) Be responsible for correcting any errors made by the Department's vendor, in the collection of the Agent fees for the renewal of motor vehicle registrations via the Internet.

- (h) Be responsible for the data entry and processing of the Agent portion of every renewal motor vehicle registration via the Internet every business day.
  - (i) Be responsible for notifying the Department of those citizens of the Agent who are considered to be "delinquent" and therefore, "flagged", thereby preventing those citizens from renewing their motor vehicle registrations via the Internet. Notification to the Department shall be made in one of the following ways:
    - 1) Through an electronic file, in the format approved and defined by the Department; or
    - 2) By manually updating the "delinquent flags", utilizing a web browser.
  - (j) Be responsible for contracting with the Agent's local software vendor, if the Agent chooses to import or export any electronic file to or from the Department.
  - (k) Comply with all of the conditions and requirements that the Department sets forth in rules, policies and/or procedures for the implementation of COMPASS and for the process of renewing motor vehicle registrations via the Internet.
  - (l) Not enter into a contract or an agreement with any other vendor for the purpose of renewing motor vehicle registrations via the Internet.
3. The Department agrees to:
- (a) Be responsible for the payment of all credit card fees associated with the renewal of motor vehicle registrations via the Internet.
  - (b) Be responsible for notifying the Agent of all citizens of the Agent municipality who renewed their motor vehicle registration via the Internet every business day.
  - (c) Be responsible for the data entry and processing of the State portion of every renewal motor vehicle registration via the Internet every business day.
  - (d) Mail the registration certificate and decals to the citizens of the Agent within two (2) business days of the processing of the renewal motor vehicle registrations.
  - (e) Be responsible for processing any electronic files imported from the Agent, as long as the files are in the format approved and defined by the Department.
  - (f) Be responsible for exporting any required electronic files to the Agent.
  - (g) Be responsible for providing the Agent a list of those citizens who are considered to be "delinquent" and therefore, "flagged", in the event the Agent chooses to manually update the "delinquent flags" utilizing a web browser.
  - (h) Be responsible for keeping the Agent informed of any updates and/or changes to the rules, policies and/or procedures for the implementation of COMPASS and for the process of renewing motor vehicle registrations via the Internet.

4. The Agent agrees not to change or alter any provision of this Agreement without prior written authorization and approval from the Department.
5. The Agent shall not assign this Agreement without the prior written consent of the Department.
6. The Department retains the right to immediately suspend or revoke this Agreement and the Agent's authority to carry out the provisions of this Agreement for any violations of the terms or conditions of this Agreement or for good cause.
7. The Agent or the Department may, at its' option, for any reason, serve sixty (60) days written notice of its' intention to cancel this Agreement.
8. The Agent shall provide authorization as to who can sign on behalf of the Agent to enter into this Agreement.
9. The Agent shall comply with RSA 260:14.

**Department of Safety  
Division of Motor Vehicles**

By: \_\_\_\_\_  
Virginia C. Beecher  
Director of Motor Vehicles

\_\_\_\_\_  
Date

**Agent**

By: \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

**Approved:**

By: \_\_\_\_\_  
Member of Governing Body

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title